

**California Office of Historic Preservation
Technical Assistance Series #5**

**California Register of Historical Resources:
The Listing Process**

Criteria for Listing

An historical resource must be significant at the local, state or national level under one or more of the following four criteria:

1. It is associated with events that have made a significant contribution to the broad patterns of local or regional history, or the cultural heritage of California or the United States;
2. It is associated with the lives of persons important to local, California or national history;
3. It embodies the distinctive characteristics of a type, period, region or method of construction, or represents the work of a master or possesses high artistic values;
4. It has yielded or has the potential to yield information important to the prehistory or history of the local area, California or the nation.

All resources nominated for listing must have integrity, which is the authenticity of a historical resource's physical identity evidenced by the survival of characteristics that existed during the resource's period of significance. Resources, therefore, must retain enough of their historic character or appearance to be recognizable as historical resources and to convey the reasons for their significance. Integrity is evaluated with regard to the retention of location, design, setting, materials, workmanship, feeling and association. It must also be judged with reference to the particular criteria under which a resource is proposed for nomination.

Automatic Listings

Many resources are listed in the California Register automatically. These include resources that are:

- Listed in the National Register of Historic Places
- Determined eligible for the National Register either by the Keeper of the National Register or through a consensus determination on a project review
- State Historical Landmarks from number 770 on

Listings by State Historical Resources Commission Action

Other resources can be listed through an action of the State Historical Resources Commission without requiring the formal nomination process.

- State Historical Landmarks prior to number 770: Procedures for evaluating and listing these resources will be formulated by the Commission. Until such time as these procedures are in place, any person who wants a Landmark prior to number 770 listed in the California Register will have to nominate it through the formal nomination process. Some of these

Landmarks will, however, have been automatically listed by virtue of being listed in, or formally determined eligible for, the National Register.

- Points of Historical Interest: Points must meet certain criteria before they can be listed in the California Register. All new Points nominated from January 1998 forward will be required to fulfill these criteria and so will be jointly listed as Points and in the California Register.

Listings by Direct Nomination

There are four categories of resources that can be directly nominated to the California Register.

- Individual resources
- Historic districts and resources contributing to the significance of a nominated historic district
- Historical resources or groups of local landmarks or historical resources designated under a municipal or county ordinance. For information regarding the criteria used to evaluate local ordinances, please see the handout, *How to Nominate a Resource to the California Register of Historical Resources*.
- Groups of resources identified in historic resources surveys. Surveys will be reviewed by the Office of Historic Preservation when they are nominated to ensure that they meet certain criteria. For a list of those criteria, please request see the handout, *How to Nominate a Resource to the California Register of Historical Resources*.

The Nomination Process

This process applies to most direct nominations to the California Register. However, in special circumstances, such as when nominating local ordinances or surveys, other procedures may apply. All applicants should consult the handout, *How to Nominate a Resource to the California Register of Historical Resources*.

To determine what information has already been collected regarding a particular resource, interested parties should first contact the Information Center that serves the county in which the property is located. A list of the Information Centers is located in the *Instructions for Nominating Historical Resources to the California Register of Historical Resources*.

A cover letter must be submitted with the nomination that includes the name of the applicant, resource owner and local government with land-use authority and a concise statement of significance.

After the nomination has been completed, the applicant must send by certified mail a copy of the application to the clerk of the local government with land use authority over the resource. The local government is given 90 days to comment on the application before it may be sent to the Office of Historic Preservation. Comments from the local government must be submitted with the application when it comes to the Office.

After receiving comments from the local government or at the end of the 90-day waiting period, the original nomination may then be forwarded to the Office. At this time, a copy of the nomination should also be sent by the applicant to the appropriate Information Center.

Upon receipt of the nomination, the Office will review the documents for completion. Within 30 days of receipt of the nomination, the Office will inform the owner(s)--in the event the applicant is not the owner--that the property has been nominated and will request any further information needed. After all additional information has been compiled, a hearing date will be set for the nomination to go before the State Historical Resources Commission and hearing notifications will be sent. Following the Commission's hearing and decision, notification letters will be sent to the applicant, owner(s) and local government informing all entities of the Commission's decision.